

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
March 9, 2015

MEETING OPENED: 4:00 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman; Linda Brabant, Asst. Treasurer; Marc DiFruscia, Treasurer Robert Demers, State Appointee; Melissa Maniscalco, Executive Director

ALSO PRESENT: Cheryl Wight, Tenant

ABSENT: None

1. Motion by Bob Demers, seconded by Linda Brabant, to approve the minutes of February 10, 2015 as presented. **Upon roll-call the motion passed by a vote of 5-0.**
 2. Motion by Bob Demers, seconded by Linda Brabant, **unanimously voted to authorize and approve bills for March 2015.**
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- a) DHCD released notice 2015-5, 2015-6 & 2015-7. 2015-5 is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2015-6 and 2015-7 are notices about DHCD's decision to provide a onetime budget exemption for rooftop snow removal for state-aided units. The exemption is for \$35.00 per unit and invoices must be dated between Jan 26-March 5, 2015. Invoices must be submitted by March 31, 2015.
 - b) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 12/31/14 and 1/1/15 to 1/31/15. She explained that the comparatives for year ending 2014 show surplus balances left over for each budget that was placed into reserves. The January 2015 comparatives do not show any line items of concern for spending at this time.
 - c) The Director presented the MassNAHRO Newsletters for February and March. The February newsletter had information stating that stated housing authorities were spared 9C emergency budget cuts during the latest round of cuts. March newsletter stated that the Centralized Waiting List, which is one of the mandates of the new public housing law, will be piloted at several housing authorities, MassNHARO will have a list of the pilot LHA's and they are encouraging LHA staff to visit the site to get a hands on preview of the Central Waiting List System. It also states that the regulation on the tenant board member in towns is currently on hold so LHA's should use the local selection process until further notice from DHCD.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
March 9, 2015

d) The director informed the board of unit vacancies. Units 40, 71 & 80 CD are currently vacant and Cheryl is lining up tenants for the units. There are no other vacancies at this time.

e) The director informed the board that correspondence was received from an attorney on behalf of a resident of the Villa at Meadowview in regard to an incident that happened in October of 2014 where a bench she was sitting on broke when another tenant came and sat on the bench with her. She has filed a claim stating that she had suffered some injuries during the fall. The director submitted the letter to Elder Services, the owners of the Villa, and they are handling the case.

f) The director went over the FYE 2014 budget and the board signed the FYE board certifications to be submitted to DHCD.

f) The director informed the board that the REAC inspection that was scheduled to take place at Delaney Drive on February 19, 2015 has now been rescheduled to April 2, 2015 due to the inspector being sick with the flu.

g) The director informed the board that the Saunders Circle Window Replacement Project is now complete. The contractor, Andrew Pochobut of East Coast Contracting Group, Inc of Bedford, MA replaced 85 older style windows with new energy efficient windows.

h) The director discussed the 705 toilet replacement project with the board. DHCD recommends the Niagara Stealth toilet for replacement, which has a .08 gallon per flush. The director would like to go with DHCD's recommendation and spec a proprietary .08GPF in the RFP. It will be in the authority's best interest to use these toilets due to their high maintenance record and the water savings they will provide the authority.

3. Motion by Marc DiFruscia, seconded by John Deputat to approve to spec a proprietary .08GPF in the RFP for the 705 toilet replacement project. **Upon roll-call the motion passed by a vote of 5-0.**

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
March 9, 2015

i) The housing authority and the Town of Tewksbury have been in discussion about how to have Corinne Way recognized by the town as an approved private way. The assessor's office currently does not have the address in their records and it is creating problems with the residents of Corinne Way when it comes to voting, setting up cable and phone services, etc. The town has drafted an agreement to be signed between the town and the housing authority that will allow the Board of Selectmen to designate Corinne Way as a private way.

4. Motion by Linda Brabant, seconded by Bob Demers to approve the agreement drafted by the town to accept Corinne Way as a private way.
Upon Roll-call the motion passed by a vote of 5-0.

j) The housing authority's current CPC representative is John Deputat. He was voted to fill in for the remainder of Linda Brabant's term when she stepped down back in January 2015. Her term is set to expire in April at which time the board will need to vote a new representative. After a brief discussion the board decided to keep John Deputat as the authority's CPC representative.

5. Motion by Linda Brabant, seconded by Bob Demers to approve John Deputat to remain as the housing authority's CPC representative after the term expires in April. **Upon Roll-call the motion passed by a vote of 5-0.**

k) HUD recently issued the new 2015 administrative fee rates. They also included a letter on mobility proration based on an estimated 75% funding of the admin fee by HUD. Considering the current budget issues with the federal government it is recommended by the authority's fee accountant, Rich Conlon, to use a 70% mobility fee rate for 2015.

6. Motion by Bob Demers, seconded by Marc DiFruscia to approve to use a 70% mobility fee rate for 2015. **Upon Roll-call the motion passed by a vote of 5-0.**

l) The 2015 income limits were just released by HUD.

7. Motion by Linda Brabant, seconded by Bob Demers to approve the income limits released by HUD for 2015 across the board.
Upon Roll-call the motion passed by a vote of 5-0.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
March 9, 2015

8. A motion was made by Bob Demers, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

Meeting adjourned 5:10 P.M.

Minutes Approved on 4/13/15